



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

No. 436, s. 2025

03 JUL 2025

**DISSEMINATION OF THE TEACHER WORKLOAD POLICY TOOLKIT FOR  
DEPED ORDERS NOS. 002 AND 005, S. 2024**

- To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads, Public Elementary and Secondary Schools  
All Others Concerned
1. Pursuant to Regional Memorandum No. 851, s. 2025, the Department of Education, through the Bureau of Human Resource and Organizational Development–School Effectiveness Division (BHROD–SED), has released the Teacher Workload Policy Toolkit to support the implementation of DepEd Order No. 002, s. 2024: Removal of Administrative Tasks from Teachers and DepEd Order No. 005, s. 2024: Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload.
  2. The Toolkit serves as a practical guide for school heads and teaching personnel to understand and apply the key provisions of the aforementioned policies, ensuring compliance and effective execution at the school level.
  3. Additionally, a Technical Load Simulator is provided for Pilot Schools implementing the Strengthened Senior High School (SHS) Curriculum to aid in the distribution and planning of teaching loads.
  4. The following resources may be accessed online:  
Teacher Workload Policy Toolkit: <https://tinyurl.com/TWPT2025>  
SHS Teaching Load Simulator: <https://tinyurl.com/SSHSSimulator>
  5. All Public Elementary and Secondary School Heads are directed to study the contents of the Toolkit and cascade its provisions to all teaching personnel during in-school LAC sessions, orientation meetings, or through other appropriate platforms.
  6. The Office of the Public Schools District Supervisor and Education Program Supervisors are requested to provide technical assistance and monitor the implementation of the said policies.
  7. For further inquiries, you may directly contact the BHROD–SED through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or via landline at (02) 8633-5397.
  8. Immediate and widest dissemination of this Memorandum is desired.

9. For information, guidance, and compliance.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None

Reference: RM No. 851, s. 2025

To be included in the Perpetual Index

Under the following subject:

POLICY          WORKLOAD      TOOLKIT

MBS/DM\_TeacherToolkit  
2509694/July 2, 2025

By the Authority of the SDS:

  
**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent





SDCB RECORDS UNIT

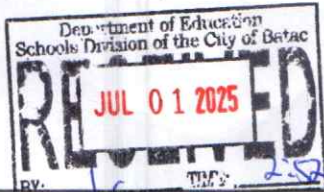
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Republic of the Philippines  
**Department of Education**  
 REGION I



2025

**REGIONAL MEMORANDUM**No. 851 s. 2025

**TEACHER WORKLOAD POLICY TOOLKIT FOR DEPED ORDERS  
 NOS. 002 AND 005, S. 2024**

To: Schools Division Superintendents

1. The Department of Education through the Bureau of Human Resource and Organizational Development (BHROD) issues the Teacher Workload Policy Toolkit in support of the effective implementation of DepEd Order No. 002, s. 2024, Removal of Administrative Tasks from Teachers, and DepEd Order No. 005, s. 2024, Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload.
2. The policy toolkit is intended as a practical reference for school heads and school personnel to understand the key provisions of the above-mentioned policies and ensure their effective implementation.
3. Further, the toolkit also provides for a Teaching Load Simulator for Pilot Schools implementing the Strengthened SHS Curriculum.
4. The Teacher Workload Policy Toolkit may be accessed and downloaded at: <https://tinyurl.com/TWPT2025>. Likewise, the Teaching Load Simulator for Strengthened SHS Curriculum may be accessed at: [tinyurl.com/SSHSSimulator](https://tinyurl.com/SSHSSimulator).
5. The Office of the Assistant Schools Division Superintendent is requested to ensure the widest dissemination of this toolkit to all public elementary and secondary schools within their respective Schools Division Offices (SDOs).
6. Should there be further concerns/ questions, please directly coordinate with the BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number: (02) 8633-5397.
7. For information, guidance, and compliance.

**TOLENTINO G. AQUINO**  
 Director IV

Encl.: None

Reference: DM-OUHROD-2025-1641

To be indicated in the Perpetual Index

Under the following subjects:

POLICY      WORKLOAD TOOLKIT

CLMD-jps/RM\_TeacherToolkit  
 July 1, 2025



DepEd R01



CLMD 251269

Document



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1



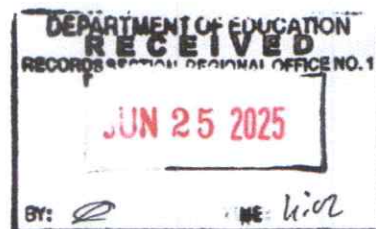


Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2025-1641**

FOR : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**SCHOOL HEADS**

ATTENTION : **OFFICE OF THE ASSISTANT SCHOOLS DIVISION**  
**SUPERINTENDENT**

FROM : **WILFREDO E. CABRAL**  
*Undersecretary for Human Resource and*  
*Organizational Development*

SUBJECT : **TEACHER WORKLOAD POLICY TOOLKIT FOR DEPED ORDERS**  
**NOS. 002 AND 005, s. 2024**

DATE : 25 June 2025

This Office issues the **Teacher Workload Policy Toolkit** in support of the effective implementation of DepEd Order No. 002, s. 2024, *Removal of Administrative Tasks from Teachers*, and DepEd Order No. 005, s. 2024, *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*.

This **policy toolkit** is intended as a practical reference for school heads and school personnel to understand the key provisions of the above-mentioned policies and ensure their effective implementation. It includes step-by-step guides, sample templates, frequently asked questions, and illustrative scenarios to support implementation. Further, the toolkit also provides for a **Teaching Load Simulator** for Pilot Schools implementing the **Strengthened SHS Curriculum**.

The Teacher Workload Policy Toolkit may be accessed and downloaded at: <https://tinyurl.com/TWPT2025>. Likewise, the **Teaching Load Simulator** for **Strengthened SHS Curriculum** may be accessed at: [tinyurl.com/SSHSSimulator](https://tinyurl.com/SSHSSimulator).

The **Office of the Assistant Schools Division Superintendent** is requested to ensure the widest dissemination of this toolkit to all public elementary and secondary schools within their respective Schools Division Offices (SDOs).

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or through landline number: (02) 8633-5397.

For your appropriate action.

cc: *Office of the Secretary*





Republic of the Philippines  
**Department of Education**

REGION I  
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**THE TEACHING LOAD SIMULATOR FOR THE PILOT STRENGTHENED SENIOR HIGH SCHOOL**

Curriculum (SSHS Curriculum) is a planning and decision-making tool developed by the Department of Education to support school heads and planning officers in effectively allocating teacher workloads under the enhanced SHS curriculum. **This tool is aligned with DepEd Order No. 002, s. 2024, which focuses on the removal of administrative tasks from teachers and the streamlining of teacher workloads.**

**Purpose of the Teaching Load Simulator:**

The simulator is designed to help:

1. Determine the required number of teachers per subject and per grade level in Senior High School based on the new subject offerings and weekly time allotments under the SSHS Curriculum.
2. Visualize teacher loading scenarios, ensuring that teachers are maximally utilized while not exceeding the prescribed 6-hour teaching load per day or 30 hours per week.
3. Balance subject assignments to avoid underloading or overloading teachers.

Assist in school workforce planning during curriculum transition, especially for SHS offering the revised strands (e.g., STEM, ABM, HUMSS, TVL).

**Key Features of the Simulator:**

Excel-Based Tool: Usually comes in spreadsheet format, with automated formulas.

**Input Sections:**

- Strand and specialization offered
- Number of class sections per strand
- Number of learners per section
- Subject schedules (weekly time allotment)

**Output Sections:**

- Number of teachers needed per subject
- Estimated teaching loads per teacher
- Ideal teaching assignment matrix

**Load Compliance Check: Verifies that assigned loads follow the guidelines set in DO 002, s. 2024.**

Example:

A school offering the ABM strand for Grade 11 under the pilot SSHS curriculum can input that there are 4 ABM sections with 40 learners each.

Indicate that subjects like Business Math, Organization and Management, and Empowerment Technologies are offered.

The tool will compute the total subject hours needed and suggest the number of teachers required to handle them within the workload limits.

**Benefits:**

1. Promotes transparency and data-informed decision-making.
2. Helps prevent teacher burnout by avoiding overload.
3. Ensures curriculum compliance while addressing real-time staffing needs.
4. Facilitates evidence-based advocacy for additional teacher items where necessary.

**Notes:**

- This tool is currently used only in pilot schools implementing the Strengthened SHS Curriculum.
- It is not a permanent system yet, but is subject to refinement based on implementation feedback.
- School heads are encouraged to coordinate closely with their Planning and HR units when using the simulator.

Prepared by:

  
**MARILOU B. SALES, EdD**  
Chief Education Supervisor





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### **What is the Teacher Workload Policy Toolkit?**

The Teacher Workload Policy Toolkit is a comprehensive guide developed by the Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHRD), to help implement policies that aim to:

- Reduce non-teaching tasks for teachers,
- Protect instructional time, and
- Promote teacher well-being and effectiveness.

It serves as a practical resource for schools, division offices, and other DepEd units in implementing the changes mandated in the 2024 policies.

### **RELEVANT POLICIES:**

**DepEd Order No. 002, s. 2024:** Removal of Administrative and Other Non-Teaching Tasks Assigned to Teachers

- This order officially removes tasks like data encoding, clerical work, and administrative assignments from teachers and transfers them to appropriate non-teaching staff.

**DepEd Order No. 005, s. 2024:** Teacher Time-on-Task Policy

- Focuses on ensuring that teachers' time is spent mainly on teaching and teaching-related activities (e.g., lesson prep, learner assessment), not administrative work.

### **TOOLKIT COMPONENTS:**

The toolkit includes the following sections:

#### **1. Guiding Principles**

- Teachers are primarily instructional leaders.
- Teacher workload must be reasonable, manageable, and focused on learning outcomes.
- Non-teaching tasks should be the responsibility of non-teaching personnel.

#### **2. Teacher Task Classification Guide**

- Teaching Tasks: Actual classroom instruction, lesson planning, grading, learner assessment, instructional supervision.
- Teaching-Related Tasks: LAC sessions, mentoring, coaching, instructional materials preparation.

- Non-Teaching Tasks (to be removed): Data encoding, clerical work, school canteen monitoring, etc.

### 3. Teacher Daily Schedule Templates

- Sample time-on-task schedules ensuring protected time for teaching and related work.
- Emphasizes the 6-hour actual classroom teaching limit (within the 8-hour workday).

### 4. Monitoring and Reporting Tools

- Templates to track compliance with the policy.
- Sample School-Level Implementation Plans and division-level monitoring forms.

### 5. Strategies for Reassigning Tasks

- Guidelines for hiring or reassigning staff to take over non-teaching roles.
- Encourages the use of Administrative Support Staff, including JO/Contractuals, if necessary.

### OBJECTIVES OF THE TOOLKIT:

- Enhance teaching quality by allowing teachers to focus more on instruction.
- Prevent teacher burnout by offloading them from tasks unrelated to instruction.
- Institutionalize systems where teacher workload is regularly reviewed and improved.

### IMPLEMENTATION NOTES:

- Schools must identify and transfer non-teaching tasks to available personnel.
- Division offices should support schools by deploying administrative staff or requesting additional personnel when needed.
- Teachers must be involved in the planning and consultation stages.

### SAMPLE NON-TEACHING TASKS TO REMOVE:

#### Removed Tasks

Encoding of LIS/SF data  
Preparation of reports  
Inventory checking  
School canteen monitoring  
Budget proposal writing

#### Reassigned To:

ICT/Admin Staff  
Office Clerk/Admin Aide  
Property Custodian  
Designated School Canteen Manager  
School Head/Admin officer



### KEY TAKEAWAYS:

- The toolkit is not just a guide, but a working document to help streamline teacher duties.
- It empowers schools to make contextual decisions while adhering to policy.
- Monitoring and evaluation will be part of the implementation to ensure sustainability.

Prepared by:

  
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Chief Education Supervisor, CID